**OPEN PROGRAMME**

**PERSONAL OR GROUP DETAILS**

|  |  |
| --- | --- |
| Full Name or Names |  |
| Contact E-mail |  |
| Phone |  |
| Address of exhibition or event Venue |  |
| Web site if any |  |
| Facebook/Twitter |  |
| LAUNCH DATE |  |
| DATES RUNNING |  |
| OPENING HOURS |  |
| Short Bio (250 words) – of Artist, Group or Organisation | |

Have you paid the entry fee by bank transfer or PayPal? **YES / NO**  
Make sure you pay the fee **before** submitting this form.

**EXHIBITION OR EVENT DETAILS AS THEY WILL BE PUBLISHED**

|  |  |
| --- | --- |
| Title |  |
| Artist(s) |  |
| Description – of Project / Exhibition | |

**Submissions deadline: midnight 1st April 2018.**

**RULES AND GUIDELINES**

Please read ALL the information in this page carefully before submitting your projects and follow all the steps. Should you have any further questions, please contact **pif.submissions@gmail.com**

**HOW TO SUBMIT**

To submit, follow these steps:

1 – Fill in this form.  
2 – Prepare a **DropBox, WeTransfer, or similar** with your images as described in the **Image Requirements** section.

3 – Pay the contribution fee of €125 by bank transfer with your full name as payment reference to:

**Photo Ireland Festival Limited**

Bank: AIB, Grafton Street

Branch code: 93-10-47

Acc Number: 34903097

IBAN: IE45AIBK93104734903097

BIC: AIBKIE2D

4 – Email the filled in form to **pif.submissions@gmail.com,** pasting your shared DropBox URL in the body of the email, or followed by the WeTransfer email.

**IMAGE REQUIREMENTS**  
All your images should be submitted as RGB JPGs of 1600px on the longer side, on 72dpi, filenamed as L\_YOURLASTNAME.jpg (example: L\_PARR01.jpg, L\_PARR02.jpg), to a maximum of 20 images per project.

Your images **must**have an [EXIF](http://www.digicamhelp.com/glossary/exif-data/) properly captioned with title, artist, description, year, and copyright. The EXIF secures that your image will always be attributed to you. To edit your images EXIF, check free resources like the ones listed on [this website](http://www.digicamhelp.com/processing-photos/basic-editing/free-software/), or use Photoshop (File > File info).

Hi-res versions of your files are required for printing purposes. You are requested to supply these via [**DropBox**](https://www.dropbox.com/)**, WeTransfer, or similar**. All your hi-res images should be shared with us as RGB TIFFs of 2362px on the longer side, on 300dpi, filenamed as H\_YOURLASTNAME.jpg (example: H\_PARR01.jpg, H\_PARR02.jpg), to a maximum of 20 images.   
Note: You can reduce the file size of TIFFs by saving these with JPG compression, a function available in most of Photoshop versions. Please, make sure they also have the right EXIF information.

**TERMS & CONDITIONS**

PhotoIreland Foundation will cover the costs of designing, printing and distributing all the festivals marketing materials. By participating in this submission process, you agree to allow us to print and distribute your images in order to promote both your work and the PhotoIreland Festival events, in Ireland and abroad, and you agree to be part of the accompanying publications, and accept the Terms and Conditions. All materials submitted will be kept in digital format for archival reasons. Any future use of the material shall depend on the approval of the authors.

PhotoIreland Foundation will cover no costs incurred in regards to travel, accommodation, subsistence, and so on, unless otherwise stated. We can offer discounts via our partners for printing and framing, just mention the festival.

PhotoIreland Foundation shall not be held responsible for any late submissions or technical problems in the submission phase. If for some reason you do not receive a confirmation, please contact the organisers in a timely manner.

PhotoIreland Foundation is a non-profit organisation. All funds received go towards the production and promotion of the event and the promotion of the artists and their work. Participation fees are not refundable, including if sudden cancellations occur.

**We wish you the best of luck with your exhibition  
and thank you for your participation.**

Photo Ireland Festival Limited is a registered company in Ireland with the number 468241.  
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